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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ANNUAL** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at **FELIXSTOWE TOWN HALL** on **Wednesday 17 May 2023** at **7pm**.

Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Public are very welcome join via Zoom using the following link:

<https://us02web.zoom.us/j/82892513980> via the meeting ID 828 9251 3980 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://felixstowe.gov.uk/wp-content/uploads/2022/02/Remote-Meeting-Guidelines.pdf>

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.



The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.

Ash Tadjrishi
Town Clerk
11 May 2023

A G E N D A

- 1. Election of Mayor**
To elect the Mayor of Felixstowe for the Municipal Year 2023-24. The new Mayor will make the Statutory Declaration of Acceptance of Office and address the Council.
- 2. Election of Deputy Mayor**
To elect the Deputy Town Mayor for the Municipal Year 2023-24.
- 3. Councillors' Declaration of Acceptance of Office**
To note that, in accordance with section 83(3) of the Local Government Act 1972, all Members elected to Felixstowe Town Council have made their Declaration of Acceptance of Office before the Town Clerk.
- 4. Public Question Time**
Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Council on any matter relating to the town of Felixstowe.
- 5. Apologies for Absence**
To receive any apologies for absence.
- 6. Declarations of Interest**
To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 7. Confirmation of Council Minutes**
To confirm the Minutes of the Ordinary Council Meeting held on Wednesday 8 March 2023 as a true record. **(Pages 5-9)**
- 8. Minutes of Committee Meetings**
To receive and adopt the Minutes of the following meetings:
 - a) Planning & Environment Committee 8 March 2023 **(Pages 10-12)**
 - b) Planning & Environment Committee 22 March 2023 **(Pages 13-14)**
 - c) Finance & Governance Committee 22 March 2023 **(Pages 15-17)**
 - d) Planning & Environment Committee 5 April 2023 **(Pages 18-20)**
 - e) Personnel Committee 5 April 2023 **(Pages 21-22)**
 - f) Civic & Community Committee 12 April 2023 **(Pages 23-28)**
 - g) Planning & Environment Committee 19 April 2023 **(Pages 29-32)**
 - h) Assets & Services Committee 26 April 2023 **(Pages 33-36)**
 - i) Planning & Environment Committee 3 May 2023 **(Pages 37-39)**

- 9. Asset Register 2022/23**
To approve the Council's Asset Register for the year ending 31 March 2023 as recommended by the Assets & Services Committee.
(Page 40 & Appendix A)
- 10. General Power of Competence**
To resolve the Council's eligibility to use the General Power of Competence.
(Pages 41-42)
- 11. Scheme of Delegation to the Town Clerk 2023-24**
To review and approve authority delegated to the Town Clerk by Council for 2023/24.
(Pages 43-44)
- 12. Council Governance and Policy 2023-24**
To adopt the following governance and policy documents for 2023-24:
- a) Terms of Reference **(Page 45 & Appendix B)**
 - b) Standing Orders **(Page 45 & Appendix C)**
 - c) Financial Regulations **(Page 45 & Appendix D)**
 - d) Risk Management Policy & Risk Register **(Page 45 & Appendix E)**
 - e) Complaints Procedure **(Page 45 & Appendix F)**
 - f) Freedom of Information Publication Scheme **(Page 46 & Appendix G)**
 - g) Community Engagement Strategy **(Page 46 & Appendix H)**
 - h) Press & Media Policy **(Page 46 & Appendix I)**
- 13. Appointments to Committees**
To appoint Chairmen, Vice-Chairmen and Members to serve on the following standing Committees, plus other Groups for 2023-24:
- Finance & Governance Committee (9 Members)
 - Assets & Services Committee (9 Members)
 - Civic & Community Committee (9 Members)
 - Planning & Environment Committee (9 Members)
 - Personnel Committee (5 Members)
 - Appeals Committee (5 Members)
 - Youth Forum (3 Members) **(Schedule on pages 47-48)**
- 14. Appointments to Outside Bodies**
To appoint Members to represent the Town Council on Outside Bodies for 2023-24
(Schedule on pages 49-50)
- 15. Authorisation of Signatories**
To confirm Council's authorised signatories for 2023-24. **(Page 50)**
- 16. Subscriptions**
To review and approve the Council's and staff subscriptions to other bodies.
(Page 51)

17. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows:

Date	Voucher Nos.	Total Payment
15/03/2023	452 - 470	£32,715.09
31/03/2023	471 - 493	£67,325.30
01/04/2023	1 - 6	£12,973.80
18/04/2023	7 - 37	£52,610.55
30/04/2023	38 - 62	£84,410.28
	TOTAL	£250,035.02

(Schedules attached at Appendix J)

18. Closure

To close proceedings and note the date of the next Ordinary Council Meeting, which is currently scheduled for 7.30pm on Wednesday 21 June 2023.

AGENDA ITEM 7: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at **FELIXSTOWE TOWN HALL** on **Wednesday 8 March 2023** at **7.30pm**

PRESENT: Cllr S Harkin (Mayor)
Cllr M Richardson (Deputy Mayor)
Cllr D Aitchison
Cllr N Barber
Cllr S Bennett
Cllr S Bird
Cllr M Deacon
Cllr T Green
Cllr S Gallant
Cllr M Jepson
Cllr M Morris
Cllr D Savage
Cllr A Smith
Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D L Frost (Deputy Town Clerk)

IN ATTENDANCE:

Mrs S Faversham (Civic Events Officer)
Mrs S Morrison (Planning Administration Assistant)
Mr S Congi (Financial Administration Assistant)
Mrs E Wiggins (Cemetery Supervisor)
Mrs J Smith (Administration Assistant)
Ms H Miles (Communications Apprentice)
2 Member of the public (in person)

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection delivered by Carolyn Jones, St. Philips Community Hub, Felixstowe.

436. PUBLIC QUESTION TIME

There were none.

437. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr S Wiles**.

438. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr M Jepson Cllr M Richardson	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird	All	Other registerable interests (as Members of Suffolk County Council)

439. QUESTIONS TO THE MAYOR

There were none.

440. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 11 January 2023 be signed by the Mayor as a true record and adopted by the Council.

441. MAYOR'S ANNOUNCEMENTS

The Mayor spoke of the recent engagements carried out, in particular the events surrounding the 70th Anniversary of the North Sea Floods.

Referring to the funeral and Civic Memorial Service for Cllr Graham Newman, the Mayor paid tribute to all those that attended and supported these moving services.

The Mayor congratulated Litter-Free Felixstowe for winning an East Suffolk Award, at the East Suffolk Awards evening at which Felixstowe itself was a finalist in the Community of the Year category.

The Mayor's charity events had been well-supported and the Mayor thanked those that supported the recent Auction of Promises.

The Mayor thanked the Deputy Mayor for attending an engagement on her behalf at RAF Wattisham.

Referring to this meeting coinciding with International Women's Day, the Mayor paid tribute to Cllr D Savage, who would be stepping down as a Town Councillor, having been in office for 40 years.

Cllrs A Smith and M Deacon, both of whom were elected on the same day as Cllr Savage in 1983, paid tribute to her long-service and dedication to the town.

Cllr Savage responded to these tributes and spoke of her pride at having been able to serve the Council for so long, her MBE for those services and of the many great friends made along the way.

The Mayor and Council presented Cllr Savage with a gift and some flowers.

It was RESOLVED that the Mayor's announcements be noted.

442. MINUTES OF COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- a) **Planning & Environment Committee 11 January 2023**
- b) **Finance & Governance Committee 18 January 2023**
- c) **Planning & Environment Committee 25 January 2023**
- d) **Planning & Environment Committee 8 February 2023**
- e) **Civic & Community Committee 15 February 2023**
- f) **Planning & Environment Committee 22 February 2023**
- g) **Assets & Services Committee 22 February 2023**

443. REPORTS FROM MEMBERS OF OUTSIDE BODIES

There were none.

444. EARMARKED RESERVES EXPENDITURE

Council noted the approved Earmarked Reserves Expenditure for the year 2022/23 to date of £126,450. Council also noted that the Queen's Platinum Jubilee Earmarked Reserve with a balance of £8,009.62 had been recommended by Council's Civic and Community Committee to be renamed and utilise for the Coronation of King Charles III.

It was RESOLVED that:

- i. **the approved Earmarked Reserves Expenditure for the year 2022/23 to date was £126,450; and,**
- ii. **the Queen's Platinum Jubilee Earmarked Reserve with a balance of £8,009.62 be renamed and utilise for the Coronation of King Charles III.**

445. LIONS CLUB FACILITY

Council received a recommendation report from Assets & Services to authorise £10,000 from the 2019/20 CIL Earmarked Reserve (*Minute #425 of 2022/23 refers*) to support East Suffolk Council with funding for the new facility for the Lions Club, to enable them to continue to deliver the town's Christmas light displays.

In response to a question on the Council's approach to the use of CIL funding, the Clerk confirmed that the CIL Working Group would continue its work in relation to the strategic use of CIL funding and a report be brought back to Finance and Governance committee in due course.

RESOLVED that £10,000 be authorised from the 2019/20 CIL Earmarked Reserve to support ESC with funding for the Lions Club Facility.

446. S106 APPLICATION FOR GOALS FOR GOSFORD WAY PARK

Council considered the report on the rusted goal posts which had recently been removed from Gosford Way Park on safety grounds and an application to East

Suffolk Council for S106 funding to replace the goals at a total cost of £2,520 +VAT.

RESOLVED that Council approve the application to East Suffolk Council for S106 funding to replace the goals at Gosford Way Park.

447. OCCASIONAL GRANTS POLICY 2023/24

Council considered its Occasional Grants Policy for 2023/24 as recommended by the 15 February 2023 Civic & Community Committee (*Minute #401 of 2022/23 refers*).

RESOLVED that the Occasional Grants Policy for 2023/24 be approved and adopted as presented in the report.

448. PRESS & MEDIA POLICY 2023/24

Council considered its Press & Media Policy for 2023/24 as recommended by the 15 February 2023 Civic & Community Committee (*Minute #402 of 2022/23 refers*).

RESOLVED that the Press & Media Policy for 2023/24 be approved and adopted as presented in the report.

449. INSURANCE ARRANGEMENTS 2023/24

Council considered its insurance arrangements for 2023/24 as per the recommendation of the Finance & Governance Committee (*Minute #371 of 2022/23 refers*).

It was RESOLVED that the Council's arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2023/24.

450. INVESTMENT POLICY & STRATEGY 2023/24

Council considered its Annual Investment Policy & Strategy for 2023/24 as updated to reflect current investments.

RESOLVED that the Investment Policy & Strategy for 2023/24 be approved and adopted as presented in the report.

451. FTC/ESC JOINT LIAISON GROUP MEETING

Council received notes of the FTC/ESC Joint Liaison Group meeting held on 21 February 2023.

In response to a question on the Beach Village development, it noted that this was planned to be completed at the end of July 2023.

In response to a question on the new lease for the Martello Café, it could not be confirmed that the new lease was complete as yet.

Members commented on the positive working relationship between the two councils and the opportunity given via the Joint Liaison Group for information sharing.

RESOLVED that the notes of the 21 February 2023 FTC/ESC Joint Liaison Group meeting be noted and Councillors were advised to let the Clerk know of any matters for the next meeting on 6 June 2023.

452. ACCOUNTS FOR PAYMENT

It was **RESOLVED** that the following schedule and payment of accounts be received and approved:

Date	Voucher Nos.	Total Payment
15/01/2023	386 - 403	£8,502.51
31/01/2023	404 - 417	£47,869.84
15/02/2023	418 - 432	£28,541.35
28/02/2023	433 - 451	£49,845.19
	TOTAL	£134,758.89

453. CLOSURE

The meeting was closed at 8.29pm. It was noted that the next meeting of the Council would be the Annual Council Meeting on 17 May 2023 at 7.00pm.

AGENDA ITEM 8: MINUTES OF COMMITTEE MEETINGS

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe**, on **Wednesday 8 March 2023** at **9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr M Morris
 Cllr A Smith (Vice-Chairman) Cllr D Savage
 Cllr S Bennett Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: 2 members of the public (via Zoom).

428. PUBLIC QUESTION TIME

None.

429. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant**, **Cllr M Jepson** and **Cllr K Williams**.

430. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as a Members of Suffolk County Council)

431. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee meeting held on 22 February 2023** be confirmed as a true record.

432. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to **East Suffolk Council**:

A	DC/23/0539/VOC Variation of Condition No. 11 of DC/21/0541/FUL (Hybrid Application - Full Application for the construction of 45 apartments and maisonettes and 16 houses in buildings ranging in height from 2 to 3 storeys, conversion of retained assembly hall to provide 250m2 community space, 16 residential car parking spaces, 1 car park space for community hall, 137 cycle parking spaces, highways and public realm works, hard and soft landscaping, access and associated works and
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	Outline application (with all matters reserved except for access, use and scale) for redevelopment and extension of retained sports hall to provide indoor bowls facility and cricket pitch with pavillion, 32 car parking spaces, 24 cycle spaces, landscaping and associated works. All matters reserved except for access, use and building heights) - alter the number of affordable homes. Former Deben High School Garrison Lane
	Committee recommended APPROVAL. We are pleased that this Variation of Condition does not reduce the number of Affordable Homes being delivered at the Deben Fields site. We are in support of the proposed amendment to the planning consent, which enables East Suffolk Council to access Homes England Funding, which will ensure that East Suffolk Council can subsidise the costs of this development and enable more Affordable Homes to be built in the future.
B	DC/23/0450/ADI Illuminated Advertisement Consent - Illuminated office front signage 1.8m x 1.8m displaying LV Logistics. LV House 7 - 9 Walton Avenue
	Committee recommended APPROVAL.
C	DC/23/0580/FUL Erection of two dwellings to the rear of an extant consent for 10 No. flats approved under C/05/1593. Stowe House Cliff Road
	Committee recommended APPROVAL.
D	DC/23/0642/FUL Addition of first floor to existing bungalow, two-storey front extension and single storey rear extension. Existing garage to be removed and replaced with a new garage 32 Roman Way
	Committee recommended APPROVAL.
E	DC/23/0507/FUL 5 Insertion of dormer windows to facilitate loft conversion 11 Picketts Road
	Committee recommended APPROVAL.
F	DC/23/0316/FUL Single storey rear extensions 10 Chaucer Road
	Committee recommended APPROVAL.
G	DC/23/0585/FUL Proposed Single Storey Side Utility Extension 39 Leopold Road
	Committee recommended APPROVAL.

H	DC/23/0573/FUL New Dropped Kerb 28 Roman Way
Committee recommended APPROVAL.	
I	DC/23/0536/TCA 6no. mixed species (1-6 on plan) - Fell Flat 3 91 Ranelagh Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	
J	DC/23/0598/TCA 1no. Atlas Cedar (Number 1 on sketch plan) - Fell 1no. Laburnum (Number 2 on sketch plan) – Fell Conifers 11 High Beach
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

433. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

434. CORRESPONDENCE

Committee NOTED the following Correspondence:

- i. Persimmon Homes advising that there would be a further planning application submission for Trelawney Place to amend the Public Open Landscaping Areas. Persimmon had offered to meet with the Town Council to outline changes that they would be making to improve the scheme and address issues raised by the Town Council.
Members suggested that Persimmon be invited to give a briefing on the proposals following one of the next two Planning & Environment Committee meetings.
- ii. The Clerk advised that concerns had been raised with respect to activities at the former Marlborough Hotel site. These had been escalated to the ESC Head of Communities and subsequently referred to ESC Building Control and the Police MDS Coordinator.
Members suggested that this also be referred to ESC Planning Enforcement.

435. CLOSURE

The meeting was closed at 10.44am. It was noted that the next meeting was scheduled to take place on Wednesday 22 March 2023 at 9.15am.

Committee recommended APPROVAL. We note that this property is in the Conservation Area and in that light, we recognise that under this application the traditional historic appearance of the windows concerned will be partially lost. However, we recognise that this compromise has already been made in the ground floor flat of this building and in other buildings in the terrace. In that context we feel that this is an acceptable and appropriate solution.

C	DC/23/0586/FUL Removal of existing single storey lean to timber framed conservatory/garden room and replacement with single storey lean to UPVC conservatory/garden room with brick and block cavity walls below and warm deck roof over with roof lights. Manor Court 9 The Courts
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Committee recommended APPROVAL.

D	DC/23/0558/FUL Change existing front door and porch window from white painted wood, single glazed, to UPVC white double glazed. Flat 3 91 Ranelagh Road
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Committee recommended APPROVAL.

E	DC/23/0868/FUL Retrospective application - Addition of dormer at second floor level 3 Beach Station Road
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Committee recommended APPROVAL.

459. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

460. CORRESPONDENCE

Committee NOTED the following Correspondence:

- i. Following neighbour concern regarding building activity at the Marlborough Hotel Committee will see an application relating to works.**
- ii. Clerk confirmed that a meeting with Persimmon would be arranged after the next Committee meeting.**

461. CLOSURE

The meeting was closed at 9.48am. It was noted that the next meeting was scheduled to take place on Wednesday 5 April 2023 at 9.15am.

467. BUDGET MONITORING TO 28 FEBRUARY 2023

Committee received the budget monitoring report to 23 February 2023. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

It was RESOLVED that the budget monitoring report to 28 February 2023.

468. 2022/23 OUTTURN PROJECTION

Committee received and reviewed an outturn projection against budget for 2022/23.

Members discussed the cost of the range of provision of services being provided by the Council and the community benefit provided. The Clerk reported to Committee that, despite being set at a time before the impact of recent inflationary pressures such as fuel cost increases were fully anticipated, the Council's budgeted yearend outturn deficit was expected to be around £30,000 less. It was also acknowledged that Felixstowe Town Council remained one of the lowest charging town councils in East Suffolk per Band D ratepayer.

RESOLVED the report on the projected outturn for the year 2022/23 be noted.

469. ACTION PLAN 2023-24

Committee noted the difficulty in quantifying the aims proposed in the Climate Action Plan, particularly in relation to carbon reduction.

It was RESOLVED that the Action Plan 2023/24 be noted and accepted.

470. TERMS OF REFERENCE 2023/24

Committee considered Terms of Reference for the forthcoming Municipal Year 2023/24.

It was RESOLVED that the Terms of Reference for 2023/24 be recommended to Annual Council for adoption as presented.

471. STANDING ORDERS 2023/24

Committee reviewed the Council's Standing Orders for 2023/24.

It was RESOLVED that Standing Orders for 2023/24 be recommended to Annual Council meeting for adoption as presented.

472. FINANCIAL REGULATIONS 2023/24

Committee reviewed the Council's Financial Regulations for 2023/24. In accordance with Regulation 6.8, Committee reviewed the continued use of BACS.

It was RESOLVED that:

- i. the Financial Regulations for 2023/24 be recommended to the Annual Council meeting for adoption as presented; and,**
- ii. the continued use of BACS also be recommended to Council.**

473. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER

Committee considered Council's Risk Management Policy and Financial Risk Register for 2023/24.

It was RESOLVED that the Risk Management Policy and Financial Risk Register be recommended to the Annual Council meeting for adoption as presented.

474. COMPLAINTS PROCEDURE 2023/24

Committee reviewed the Council's Complaints Procedure for 2023/24.

It was RESOLVED that Council's Complaints Procedure be recommended to Annual Council for re-adoption in 2023/24 with no changes.

475. FREEDOM OF INFORMATION AND PUBLICATION SCHEME 2023/24

Committee reviewed the Publication Scheme based on the Information Commissioner's Office (ICO) model publication scheme, and the schedule of information available from Felixstowe Town Council.

RESOLVED that the ICO model publication scheme be recommended to Annual Council for re-adoption without change for 2023/24.

476. CLOSURE

The meeting was closed at 8.18pm. The next meeting was noted as being scheduled for Wednesday 24 May 2023 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 5 April 2023 at 9.15am**

PRESENT: Cllr S Bird (Chairman)
Cllr A Smith (Vice-Chairman) Cllr M Morris
Cllr S Bennett Cllr D Savage
Cllr M Jepson Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: 5 members of the public (via Zoom).

477. PUBLIC QUESTION TIME

The Chairman advised that he would invite representations from members of the public immediately prior to debate on specific applications.

478. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant** and **Cllr K Williams**.

479. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Jepson Cllr S Wiles	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as a Members of Suffolk County Council)

480. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 22 March 2023 be confirmed as a true record.

481. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to East Suffolk Council:

Committee heard from members of the public on application B below. Concerns were centred on parking capacity, which were described as already being under pressure in this area. Neighbours were concerned that the loss of retail and commercial units in this new proposal, with its corresponding reduction in allocated parking spaces, would exacerbate things further.

A	<p>DC/22/4418/FUL Placement of 14 beach huts seaward side of the tidal barrier southeast of Martello Park playground, with two areas of beach located seaward side of the tidal barrier east of Martello Tower P maintained for biodiversity mitigation. Felixstowe Sea Front Martello Park</p>
<p>Committee recommended APPROVAL. We believe that this is an improvement on the previous application which it seeks to replace. The beach huts are proposed to be located in a less intrusive location than as previously proposed. We note that the response from Historic England, in their letter dated 19th December 2022, refers to a document dated May 2021, which has since been superseded.</p>	
B	<p>DC/23/0824/FUL Amendment to Development Approved under Planning Permission DC/13/2505/FUL to Include Deletion of ground Floor Commercial Uses (Retail and restaurant) and Provision of 21 Aparthotel Suites The Marlborough Hotel Sea Road 9 High Beach</p>
<p>Committee recommended REFUSAL of this application. We do not accept the revision for this application to that which was approved under DC/13/2505/FUL which provided important resort related usages – including a restaurant and retail units. We regret the proposed removal of these elements in this revised application. We further believe that this is contrary to SCLP 12.14 “proposals will need to maintain active commercial frontages” we further note extremely high demand for parking in this location. This revised application, with further resort accommodation, will put additional pressure on parking.</p>	
C	<p>DC/23/0553/FUL Proposal to carefully demolish existing timber clad bungalow and erect a new 3 bedroom property with 2No. parking spaces 38 Berners Road</p>
<p>Committee recommended APPROVAL we welcome this development and believe it has been sympathetically designed for its location within the Conservation Area.</p>	
D	<p>DC/23/0887/FUL Window repairs (listed building) 3 Cranmer House Maybush Lane</p>
<p>Committee recommended APPROVAL.</p>	
E	<p>DC/23/0819/LBC Listed Building Consent - Repairs to existing windows 3 Cranmer House Maybush Lane</p>
<p>Committee recommended APPROVAL.</p>	

F	DC/23/0893/FUL To change current wooden windows to upvc styles like for like Flat 2 10 Quilter Road
Committee recommended APPROVAL. We note that the applicant does not make reference to the property being within the Conservation Area in any of their documents.	
G	DC/23/0594/FUL Replacement of windows Flat 4 Seagull House 5A Hamilton Gardens
Committee recommended APPROVAL.	
H	DC/23/0975/FUL Replacement windows to the rear and side elevations 4 Felix Court Sea Road
Committee recommended APPROVAL.	
I	DC/23/0814/FUL Increase the width of drop kerb 44 Westmorland Road
Committee recommended APPROVAL.	

482. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

483. CORRESPONDENCE

None.

484. CLOSURE

The meeting was closed at 11.05am. It was noted that the next meeting was scheduled to take place on Wednesday 19 April 2023 at 9.15am.

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,
Felixstowe, on Wednesday 5 April 2023 at 6pm**

PRESENT: Cllr S Harkin (Chairman) Cllr M Richardson
Cllr K Williams (Vice-Chairman) Cllr D Savage
Cllr M Jepson

OFFICERS: Mr A Tadjrishi (Town Clerk)

485. PUBLIC QUESTION TIME

None.

486. APOLOGIES FOR ABSENCE

None.

487. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Jepson Cllr M Richardson	All	Non-Pecuniary (as Members of East Suffolk Council)

As no Pecuniary declarations were made, there were no requests for dispensation

488. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 12 October 2023 be confirmed as a true record.

489. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

Committee agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

It was RESOLVED that the Press and Public be excluded and instructed to withdraw.

490. STAFFING ARRANGMENTS

Committee considered a confidential report on some proposed changes to the staffing structure and the terms and conditions of staff, in advance of the forthcoming retirement of the Council's Cemetery Supervisor in May 2023.

It was noted that the proposals, enabled resources to be redeployed to create a new apprenticeship role within in the Grounds Team and a re-establishment of a part-time caretaker position.

It was also noted that the revised structure offered a modest cost-saving to Council against the approved 2023-24 budget.

RESOLVED that the revised staffing structure with its commensurate changes to staff terms and conditions on retirement of the Cemetery Supervisor be approved; and the Job Descriptions and Person Specifications for the posts of Grounds Maintenance Apprentice and part-time Caretaker be approved.

491. TOWN CLERK'S APPRAISAL: SIX MONTH REVIEW

The six-month review of the Town Clerk's Appraisal was carried out and progress against agreed objectives were discussed and noted.

It was RESOLVED that the six-month review of the Town Clerk's Appraisal be noted as carried out.

492. CLOSURE

The meeting was closed at 7.37pm. It was noted that the next meeting was scheduled to take place on Wednesday 4 October 2023 at 6pm.

MINUTES of the CIVIC & COMMUNITY COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 12 April 2023 at 7.30pm

PRESENT: Cllr S Wiles (Chairman)
Cllr D Savage (Vice Chairman)
Cllr S Gallant
Cllr S Harkin
Cllr M Morris
Cllr M Richardson

OFFICERS: Mr A Tadjirishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Miss H Miles (Communications Apprentice)

IN ATTENDANCE: Two members of the public (via Zoom)

493. PUBLIC QUESTION TIME

None.

494. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison** and **Cllr K Williams**.

495. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Richardson Cllr S Wiles	All	Other registerable interest (as Members of East Suffolk Council)
Cllr S Wiles	All	Other registerable interest (as a Members of Suffolk County Council)
Cllr M Morris	#503	Other registerable interest (as a Resident of Ranelagh Road)

496. CONFIRMATION OF MINUTES

RESOLVED that the Minutes of the Civic & Community Committee meeting held on 15 February 2023 be signed as a true record.

497. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and a Community Budget Report indicating income and expenditure against budget to 31 March 2023. It was noted that this was not the confirmed final year end position due to final year-end adjustments such as accruals.

The Deputy Town Clerk reminded members that the Grants cost centre showed a large underspend due to the Capital Grants budget having been unused, and the Cost-of-Living Grants having been sourced from the Community Support Earmarked Reserve as an alternative.

It was noted that Felixstowe in Flower also showed an underspend. This was due to the Felixstowe in Flower Awards Ceremony having been accrued for from the previous year, as this had not taken place due to the COVID-19 pandemic.

The Deputy Town Clerk updated Committee on the project elected by the Youth Forum. Three 'No Idling' banners were being purchased to replace those which were lost, or broken beyond use. It was noted that members of the Youth Forum had chosen to spend the Youth Forum Budget on reflective keyrings, printed with the Youth Forum logo, and given to each pupil in all Felixstowe and Trimley schools as part of a road safety campaign. It was noted that a further £1,000 would be provided by the East Suffolk Community Partnership towards this project.

RESOLVED that the Budget Report to 31 March 2023 be received and noted as presented with no other action required at this time.

498. FELIXSTOWE IN FLOWER

Members noted the report on Felixstowe in Flower. The Town Clerk confirmed that the Town Council had now taken on the blue planters in the Shared Space.

Felixstowe Golf Club had confirmed that the Town Council could continue to use the grey water supply at the Golf Club. It was noted that this would need to be monitored, as the weather would have an impact on the potential for there to be enough water to meet the demands of the Town Council's operation.

Members agreed that, in the future, the inclusion of locally grown edible produce should be considered as a feature at the Felixstowe in Flower Awards Ceremony.

It was RESOLVED that the report on Felixstowe in Flower be noted.

499. ANNUAL TOWN MEETING/CIVIC AWARDS AND THE ANNUAL COUNCIL MEETING

Committee received information on the Annual Town Meeting and Annual Council Meeting. The Town Clerk informed committee that the 2023 Civic Awards Campaign had received more nominations than previous years. It was noted that The panel would meet soon to decide on the Award winners. The panel would consist, as usual, the Mayor, Deputy Mayor, immediate past-Mayor, Chairman and Vice-Chairman of Civic and Community Committee.

RESOLVED that the report on the Annual Town Meeting/Civic Awards and Annual Town Meeting be noted.

500. SUFFOLK DAY 2023

Members considered the report on Suffolk Day 2023 and remarked on previous events held to mark the occasion. It was noted that, in the previous year, local residential care homes, alongside local school children, were invited to the Seafront Gardens, where the Suffolk Day events were hosted. Members agreed that the intention should be to explore a repeat of last year's event.

RESOLVED that the event similar to last year with tea and cake/biscuits in the Seafront Gardens be planned. Residential Care homes would be asked if they would like to attend a similar event on 21 June 2023.

501. CCTV UPDATE

Members received the report on the CCTV, and were pleased to note the positive partnership working with East Suffolk Council and the newly established East Suffolk Services Ltd. It was noted that, in the next municipal year, Sarah Gilson, Community Services Operations Manager for ESSL, would be invited to attend a meeting of the CCTV Working Group to discuss the potential for 24-hour monitoring of the CCTV.

The Deputy Town Clerk reported that the Police would be able to provide enhanced data relating to the effectiveness of CCTV if live monitoring was ongoing. It was confirmed that the CCTV was regularly used to monitor the shelters in the seafront gardens.

Members paid thanks to STC Solutions for their service to date and await their quotation for comparison.

It was RESOLVED that:

- i. the CCTV Maintenance report and update on CCTV be noted; and,**
- ii. a CCTV Working Group meeting be arranged for the new municipal year.**

502. WICKER FAMILY

Committee considered the report on the Wicker family. Members were conscious of the fragility of the Wicker Family and the damage that any further movement may cause. It was therefore agreed the Wicker Family remain in their current location at Felixstowe Museum. Members were aware that the public had previously been expecting The Wicker Family to return to the Seafront Gardens.

Members were optimistic about the prospect of an improved quality of CCTV equipment and the protection that this could offer.

It was RESOLVED that:

- i. **the Wicker Family remain in their current position outside Felixstowe Museum; and,**
- ii. **an article in the Summer edition of the magazine be included to publicise that the family would be staying in position at the Museum.**

503. CORONATION OF KING CHARLES III

At this point the meeting, Cllr Morris left the Chamber.

With reference to the Coronation Grants, Committee agreed that a clause be included stipulating that any items purchased should be sustainable and/or biodegradable and requested that balloons should not be purchased with the grant.

Members considered the cost of bunting and the space required to store large amounts of bunting.

Members agreed that some decoration throughout the town should be carried out by the Town Council, such as at The Triangle, and railings outside Felixstowe Library and other locations which the Town Council's Grounds Team could erect bunting without specialist equipment.

It was noted that the Town Hall would be dressed in bunting and the Felixstowe Town Council Grounds Team would identify areas of the Felixstowe to erect bunting.

It was RESOLVED that:

- i. **the report on the Coronation of King Charles III be noted;,**
- ii. **delegation be given to the Clerk to use the Coronation of Charles III Earmarked Reserve to make grants (as shown to Committee plus any late applications), subject to all applicants being advised of a sustainability clause; and,**
- iii. **the Coronation of Charles III Earmarked Reserve be used to purchase bunting to be put in prominent places around the town.**

At this point the meeting, Cllr Morris returned.

504. ANNUAL GRANTS AND OTHER PAYMENTS

Committee noted a report from the Lion Club of Felixstowe. The Town Clerk advised that, following a recent meeting the Lions, ways in which to improve the quality of the Christmas lights in future years would be investigated. It was anticipated that this may be reflected in the next Annual Grant application form from the Lions, which was due to be reviewed in September by Committee for the forthcoming year 2024/25.

Members considered the grant given to the Landguard Fort and agreed that, in reviewing the Annual Grants in September, that the Fort should be considered as part of the wider Landguard Partnership.

Members agreed that the Grant for Art on the Prom will be paid once it is confirmed that the event will take place.

It was RESOLVED that the payment of the following Annual Grants and other payments for the year 2023/24 be approved:

i. **£6,750 towards the provision of the 2023 Christmas lights to the Lions Club of Felixstowe**

ii. **Annual Grants:**

Art on the Prom (<i>subject to confirmation that the event will go ahead this year</i>)	£2,000
Citizen's Advice	£3,000
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£3,000
Felixstowe Council for Sport and Recreation	£300
Felixstowe Coast Patrol	£1,500
Landguard Fort	£1,000
Wesel Twinning Assoc.	£200
Salzwedel Twinning Association	£200

Total	£13,200
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iii. **As Partnership Projects:**

Level Two	£10,000
Harwich Harbour Ferry Services Partnership	£1,000

Total	£11,000
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505. COMMUNITY ENGAGEMENT STRATEGY 2023-24

Committee reviewed the Council's Community Engagement Strategy as presented for the year 2023-24.

A member raised the issue of hybrid meetings, implemented during the COVID-19 pandemic. It was noted that the hybrid meeting structure provides additional accessibility. Committee agreed that this should be reviewed by the incoming Council.

It was RESOLVED that:

- i. **the Community Engagement Strategy as presented be approved and recommended to Council for adoption for 2023-24; and,**
- ii. **the value of continuing to provide public access to meetings via Zoom be reviewed during the next year.**

506. CYCLING INFRASTRUCTURE

Members noted that a tour of Felixstowe via bicycle had taken place with officer from the Town Council, East Suffolk Council, Suffolk County Council and the Felixstowe BID to consider potential locations for cycle racks. It was noted that East Suffolk Council's Corporate Events and Commercial Projects Officer, would be putting the potential locations out for public consultation.

RESOLVED that the verbal update on cycling infrastructure in Felixstowe be noted.

507. LOVE FELIXSTOWE

Cllr S Harkin updated Committee with information on the Love Felixstowe Festival. The event, which had originally been scheduled to take place last year, would run from 2nd – 9th September 2023. It was noted that the Love Felixstowe Festival would begin with a 'Proms' event in the Spa Gardens. The programme was being coordinated by the Felixstowe BID, with support from East Suffolk Council's Corporate Events and Commercial Projects Officer.

RESOLVED that the verbal update on Love Felixstowe be noted.

508. CLOSURE

The meeting was closed at 9.17pm. The next meeting was noted as being scheduled for Wednesday 14 June 2023 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 19 April 2023 at 9.15am**

PRESENT: Cllr S Bird (Chairman)
Cllr A Smith (Vice-Chairman) Cllr M Morris
Cllr M Jepson Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: 3 members of the public (1 via Zoom).

509. PUBLIC QUESTION TIME

The Chairman advised that he would invite representations from members of the public immediately prior to debate on specific applications.

510. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bennett, Cllr S Gallant, Cllr S Wiles** and **Cllr K Williams**.

511. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Jepson	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird	All	Other registerable interests (as a Members of Suffolk County Council)

512. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 5 April 2023 be confirmed as a true record.

513. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to East Suffolk Council:

Committee heard from a member of the public on application (I) below. Concerns centred on privacy, overlooking and the consequential impact on residential amenity of the neighbours.

A	<p>DC/23/1144/FUL Construction of a 2 Storey Dwelling, Resubmission of approved application DC/15/3519/FUL and subsequent change of condition application DC/17/0638/VOC 40 King Street Felixstowe Sea Front Martello Park</p>
<p>Committee recommended APPROVAL.</p>	
B	<p>DC/23/1294/FUL Construction of a two storey side extension 19 Penfold Road</p>
<p>Committee recommended REFUSAL. Currently it is a three-bedroomed property with two or possibly three off-road car parking spaces. The proposed application would convert this to a four-bedroom property SCC parking standards would require this to then have three parking spaces. The property will now only have one parking space. Penfold Road is a busy town centre street where parking is at a premium. Therefore, this proposal will have unacceptable and detrimental impact on parking at this location.</p> <p>Additionally, we believe that the proposed extension will cause loss of light to side windows of the neighbouring property and is therefore contrary to SCLP 11.2 para. (c).</p>	
C	<p>DC/22/1955/FUL Erection of two-bedroom house on plot next to terraced dwellings. 19 Margaret Street</p>
<p>Committee recommended REFUSAL of this application, which is substantially the same as previous applications for this site, which Committee also objected to. We remain of the view that we welcome redevelopment of this site, however, this proposal will have a detrimental impact on neighbour amenity caused by the proposed rear first floor element, resulting in substantial loss of light to the windows at no. 17. We therefore feel that this is contrary to SPG16 and SCLP11.2 para. (c). The applicant's own submitted documents confirm that this would have a major adverse impact on the neighbouring property's ground floor kitchen windows.</p> <p>This does not conform to the widespread pattern of Victorian terraced housing where the rear of the first floor is reduced in width allowing light to the adjacent property's ground floor, we therefore suggest that this is contrary to the character of the current area in that respect.</p>	
D	<p>DC/23/1389/FUL Extensions and alterations, including alterations to existing vehicular access 106 Garrison Lane</p>
<p>Committee recommended APPROVAL.</p>	

E	DC/23/1378/FUL Two storey side extension with detached garage 11A Arwela Road
Committee recommended APPROVAL. However, we note that the proposal is to create a self-contained annexe. We would therefore ask that this be conditioned that its use remains ancillary to the host property.	
F	DC/23/1420/FUL Extend property to front enlarging kitchen. Extend to rear for large lounge/family room. Remove flat roof to porch and provide double pitched roof covering kitchen extension. Enlarge skylight to utility. 20 Roman Way
Committee recommended APPROVAL.	
G	DC/23/1345/FUL Demolish 'open' porch. Erect larger 'enclosed' porch with shower / toilet. Change windows to bedrooms and dining / lounge and rebuild south elevation gable wall. Render and colour magnolia to south and east elevation walls. 1 Rosemary Avenue
Committee recommended APPROVAL.	
H	DC/23/1304/FUL Replacement balcony, patio, railings and access The Lodge South Hill
Committee recommended APPROVAL.	
I	DC/23/1346/FUL First floor balcony to existing dwelling and additional flat room dorma. 95 Western Avenue
<p>Committee recommended REFUSAL. We believe it is in contravention of SCLP11.1 in relation to design quality, specifically para. (a) which refers to supporting inclusive design environments and para. (c) i and ii in terms of character and layout.</p> <p>We feel that the design of this balcony, suspended on prominent poles, is not complementary or attractive in this prominent location and contravenes SCLP 11.2 in terms of residential amenity, specifically para. (a) privacy and overlooking, (b) outlook and (d) noise and disturbance.</p> <p>Whilst this balcony could be deemed to be in a front garden of the host property it will cause unacceptable overlooking to the rear gardens of 14 Norman Close and 86 Western Avenue. Additionally, we understand that the resident at 29 Cliff Road uses their front garden for amenity purposes and would be unacceptably overlooked.</p> <p>Should this application be approved, we would ask that both side panels are frosted and raised to head height.</p>	

514. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

515. CORRESPONDENCE

Committee NOTED the following correspondence:

- i. Planning Appeal Notification - AP/23/0015/REFUSE.**
Notification of an appeal made to the Secretary of State against the decision of East Suffolk Council to refuse planning permission for Retrospective Application for a previously built ancillary annex adjoined to applicants workshop at Journeys End, Marsh Lane, DC/22/3931/FUL.

516. CLOSURE

The meeting was closed at 10.51am. It was noted that the next meeting was scheduled to take place on Wednesday 3 May 2023 at 9.15am.

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 26 April 2023 at 7.30pm

PRESENT: Cllr N Barber (Chairman)
Cllr D Savage (Vice Chairman) Cllr M Richardson
Cllr D Aitchison Cllr A Smith
Cllr M Morris Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D L Frost (Deputy Town Clerk)
Mrs J Smith (Administration Assistant)
Mr T Minns (Grounds Maintenance Supervisor)

509. PUBLIC QUESTIONS

None.

510. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr S Harkin**.

511. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Richardson	All	Other registerable interest (as Member of East Suffolk Council)

512. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 22 February 2023 be signed by the Chairman as a true record.

513. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 March 2023. Members were reminded that this was not the confirmed year end position and subject to final adjustments, such as accruals, which were yet to be made.

The Town Clerk introduced Mr Tom Minns, currently the Council's Grounds Maintenance Supervisor, who would be attending future Committee meetings. It was noted that the current Cemetery Supervisor was retiring next week. Committee gave a vote of thanks to Mrs Elaine Wiggins for her long service to the Council.

It was RESOLVED that the Budget Report to 31 March 2023 be received and noted, with no other action required at this time.

514. ASSET REGISTER REVIEW

Committee reviewed the Asset Register and noted the additions and deletions of assets that had been made during the year 2022/23.

The total of fixed assets for the annual return on 31st March 2023 was noted as £324,068.94, resulting in a £247,068.94 net increase in fixed assets value between 31st March 2022 and 31st March 2023. The Deputy Town Clerk confirmed that the increase in asset value was due to the Council's recent acquisitions of play equipment since taking over the two parks.

It was RESOLVED that the Asset Register be approved and recommended to Annual Council for adoption as presented.

515. TOWN HALL UPDATE REPORT

The Deputy Town Clerk updated Committee on the completed refurbishment to the Town Hall windows. Committee noted the extra £480 +VAT cost for the hoarding licences for the scaffolding and agreed that this should be taken from the Town Hall Earmarked Reserve.

Members noted that an article on the project had been published in the Spring 2023 edition of the Town Council magazine, a news post had been uploaded the Town Council's website and shared across the Town Council's social media channels.

Members suggested that the East Suffolk Council Conservation Officer be updated on the completion of the project.

It was RESOLVED that:

- i. the Town Hall update report be noted;**
- ii. £480+VAT be authorised from the Town Hall Earmarked Reserve for the cost of the hoarding licence; and,**
- iii. the East Suffolk Council Conservation Officer be provided with a report on the windows.**

516. WALTON COMMUNITY HALL

Members considered a report on Walton Community Hall. It was noted that the dishwasher appeared to be faulty and, as a result had been out of use to hirers. The Deputy Town Clerk confirmed that all regular hirers had been consulted and the use of a dishwasher was not deemed necessary. It was suggested that, as the cost to investigate the fault was likely to be higher than the value of the dishwasher, it should be removed.

It was RESOLVED that:

- i. the Walton Community Hall update be noted; and,
- ii. the faulty dishwasher be removed.

517. CEMETERY UPDATE REPORT

Committee received the Cemetery Update Report. The Grounds Maintenance Supervisor explained the issues with rainwater entering the cesspit and the requirement for downpipes from buildings to be diverted to a soakaway.

It was RESOLVED that:

- i. the Cemetery update report be noted;
- ii. the two-day percolation test be undertaken;
- iii. subject to the results of the percolation test and the possibility of two further quotes being received - although it was understood that this was specialist urgent work - the crate soak system be installed; and,
- iv. the total cost of the works above, up to £3,500+VAT, to be authorised from the Cemetery Earmarked Reserves.

518. ALLOTMENTS UPDATE REPORT

Committee received the Allotment Update Report. It was noted that occupancy levels were high, resulting in a waiting list for allotment tenancies.

The Administration Assistant presented a proposed addendum to the Allotment Tenancy Agreement, which would provide a more comprehensive outline of the terms and conditions of renting an allotment from the Town Council.

It was noted that the one-way system, which was being trialled at Cowpasture Allotments, had been well-tested, since the improved weather had seen more tenants tending to their allotment recently. Members agreed that, subject to the Felixstowe Allotment Association confirming that the one-way system was effective, this should be permanently implemented.

RESOLVED that the Allotment update report be noted; the addendum to the Allotment Tenancy Agreement be approved; and, subject to feedback from the Felixstowe Allotment Association, the one-way system at Cowpasture Allotments be made permanent.

519. PARKS UPDATE REPORT

Committee considered the report on Allenby Park and Gosford Way Park. Members were pleased to report having received a number of positive comments on the improved upkeep of Allenby Park since the Town Council had taken on the responsibility for its management.

Committee was pleased to note from the Grounds Maintenance Supervisor that a small section of the play area surfacing would be repaired by the supplier at no cost, and that a demonstration on how to replace the 'Matta' tiles in-house had been provided to the Grounds Team.

RESOLVED that the parks update report be noted.

520. CLOSURE

The meeting was closed at 8.34pm. The next meeting was noted as being scheduled for Wednesday 5 July 2023 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 3 May 2023 at 9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr D Savage
 Cllr A Smith (Vice-Chairman) Cllr S Wiles
 Cllr M Morris

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: 2 members of the public (1 via Zoom).

521. PUBLIC QUESTION TIME

None.

522. APOLOGIES FOR ABSENCE

Apologies for absence were received from, **Cllr S Bennett, Cllr S Gallant, Cllr M Jepson and Cllr K Williams.**

523. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as a Members of Suffolk County Council)

524. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 19 April 2023 be confirmed as a true record.

525. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to East Suffolk Council:

A	DC/22/4774/FUL Change of use from Pharmacy to Hot Food take away. Two storey maisonette over existing retail unit.
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Committee recommended REFUSAL. We have concerns as to the impact of the hot food takeaway and its attached extraction equipment in terms of potential noise and odour issues for neighbouring residential units, including the proposed new unit above the shop. We feel that this is contrary to SCLP11.2 para. (d) noise and disturbance and (g) air quality and other forms of pollutions. Committee also have concerns as to the detrimental visual appearance of the proposed extraction flue, due to its scale, we therefore feel this is contrary to SCLP11.1 para. (b).

We also have concerns in terms of parking issues. The introduction of an additional residential unit which has no parking provision will exacerbate already difficult parking issues in this area.

B	DC/23/1449/FUL New French doors replacing small window Flat 1 19 Constable Road
Committee recommended APPROVAL.	

C	DC/23/1356/FUL Retention of antennas installed on roof for ship to shore communication. Wolsey Court Stanley Road
<p>Committee recommended REFUSAL of this application. We object in the strongest terms to the installation of this antennae mast. We note that the applicant had not submitted a Design and Access Statement and makes no reference to this property being within the Conservation Area in any of their documents. We feel that this installation, in a prominent position on the roof of this building in a significant location in the Conservation Area is both visually intrusive and unacceptable. We believe therefore that this contrary to SCLP11.1 para. (b) and (e) and SCLP11.5 para. (a), (b) and (c). We submit two photographs to demonstrate these points.</p>	

526. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

527. CORRESPONDENCE

Committee NOTED the following correspondence:

- ii. Email from Persimmon Homes who were seeking a further meeting with Councillors to outline their plans for the drainage of the site off Candlet Road, the detail of the proposed equipped play areas and information on a Tree Planting Event they were looking to host in October this year with a local school.

Agreed that the Clerk would let Persimmon know that this would be put to the first Committee meeting of the next Council term for consideration.

528. CLOSURE

The Chairman recorded a vote of thanks to Members for their longstanding contribution to the Committee over the years.

Members paid tribute to the Chairman, Vice-Chairman, Town Clerk and Planning Assistant for their diligence in supporting the Committee over the term.

The meeting was closed at 10.10am. It was noted that the next meeting was scheduled to take place on Wednesday 24 May 2023 at 9.15am.

AGENDA ITEM 9: ASSET REGISTER REVIEW

The Council maintains an Asset Register which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by Council and any equipment/tools/vehicles with a renewal price exceeding £500.

Council is required to review its Asset Register at least once annually and this is attached at **Appendix A**. The first part of the document is as produced previously, with an additional print out from Council's Scribe Accounting software package as these can now be input onto the system. The system allows photographs to be assigned alongside the inputting of further information on assets which will prove useful.

Although it is common practice for business to depreciate long-term assets for both tax and accounting purposes, this is not recommended for local councils and for reporting purposes the value of fixed assets will usually stay constant until their disposal.

Members will note that a number of items in the schedule of land and property is assumed to be held for community benefit and is therefore shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide, "Governance and Accountability for Local Councils". The Council has considered this value method appropriate for community assets.

The Council's Asset Register, which was updated to reflect acquisitions and disposals in the year since 1 April 2022 and reviewed by the Assets & Services Committee on 26 April, is presented for approval and adoption as recommended (*Minute #522 of 2022-22 refers*).

Council is requested to approve the Asset Register to 31 March 2023 as recommended by the Assets & Services Committee.

AGENDA ITEM 10: GENERAL POWER OF COMPETENCE

Town and parish councils' powers are constrained to specific and appropriate legislation. This means that before undertaking anything Members must be satisfied that the Town Council has the power (under a specified statute) to do that activity.

Outside of these specified powers, Section 137 of the Local Government Act 1972 permits expenditure up to certain limits for "purposes not otherwise authorised". For example, the Town Council commits Occasional Grants expenditure under Section 137.

Expenditure under the Local Government Act (s137) is limited and must be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with a benefit to the local community. Section 137 is also a power of last resort, i.e. it should only be used if no other power is available.

Despite the wide range of powers, town and parish councils are always at risk of being challenged, especially if they undertake a new or unusual activity. To address this and to enable parish and town councils to do more in their communities, a "General Power of Competence" was included in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). This power was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

The intention of the legislation was to remove the need for eligible local authorities to identify specific powers to undertake an activity and reduce the risk of legal challenge. It is stated in the above Statutory Instrument that:

"The Government's intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers".

A council that is eligible to use the General Power of Competence can no longer use Section 137 as a power for taking action for the benefit of the area. However, The General Power of Competence enables eligible councils to have "the power to do anything that individuals generally may do" as long as they are not prevented from doing so by other laws. It is intended to be the power of first, not last, resort. The eligible council need ask itself if an individual is allowed to do it. If the answer is "yes", then a town council is normally permitted to act in the same way. Examples of how the legislation might be used include: running a community shop or post office; lending or investing money; establishing a company or co-operative society to trade and engage in commercial activity; establishing a company to provide services such as local transport; or providing grants to individuals.

The General Power of Competence cannot be used to circumvent a restriction in an existing specific power and other existing duties remain in place, including any procedural and financial duties and compliance with relevant existing legislation (e.g. employment law, health and safety, equality legislation and duties relating to data protection and freedom of information).

Also, if another authority already has a statutory duty to provide a service (e.g. education, social service, highways, footpaths, rights of way), it remains their duty to provide it. Nonetheless, eligible town councils could use the General Power of Competence to support these activities, provided that it was not expressly forbidden from so doing. Whilst councils are encouraged to be innovative, they should be aware of the risks of being challenged, their trading activities damaging other local enterprises and damage to the council's reputation and loss of public money if a project or investment goes wrong.

There are three conditions for eligibility that are set out in the Statutory Instrument:

- i. Resolution: A resolution must be passed at a full meeting of the Council that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
- ii. Electoral Mandate: At the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted). For Felixstowe Town Council this would necessitate at least 11 of 16 of its Councillors being elected.
- iii. Qualified Clerk: At the time that the resolution is passed, the Town Clerk must hold a recognised professional qualification such as the Certificate in Local Council Administration (CiLCA)

Having decided at a full meeting of the Council that it meets the criteria for eligibility at that particular time, a resolution to this effect must be clearly written in the minutes.

Council is required to revisit that decision and make a new resolution at every 'relevant' annual meeting to confirm that it still meets the criteria (if it does). A 'relevant' annual meeting is the annual meeting of the Council after the next ordinary election has taken place. The next 'relevant' date for Felixstowe Town Council is therefore at this Annual Council Meeting, 17 May 2013. Eligibility remains in place until the next 'relevant' annual meeting even if the conditions of the eligibility criteria have changed. If the council loses its qualified clerk or has insufficient elected councillors it must also record its ineligibility at the next 'relevant' meeting. There is no requirement for Members to be trained in the General Power of Competence.

Felixstowe Town Council satisfies the eligibility conditions above as the Town Clerk holds the relevant CiLCA qualification and all of its councillors are elected.

Council is therefore recommended to pass the following necessary resolution at this Annual Council Meeting:

Having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, the Town Council resolves that, from the date of this Annual Council Meeting 17 May 2023, until the next relevant Annual Meeting of the Council, to adopt the General Power of Competence.

AGENDA ITEM 11: SCHEME OF DELEGATION TO THE TOWN CLERK 2023-24

Council is requested to review and approve the authority delegated to the Town Clerk for 2023-24. These remain the same as the arrangements approved for 2022-23, including the addition of a provision made in 2021-22 for delegating all functions of Council in the event of the suspension of Council meetings as a result of government advice or civil emergency (*Minute #317iv. of 2021-22 refers*).

Delegated Authority to the Town Clerk

Subject to any further delegation by Committees, the Town Clerk will have the following delegated authority:

- i. Approve routine expenditure within budgets without further approval by Committee.
- ii. Within the agreed staffing establishment and budget, to vary working hours of established staff, and to recruit both permanent, casual and contract staff provided that the grade of such staff is NJC Scale Point 23 or below.
- iii. In the event of an emergency incur expenditure to a maximum of £50,000 in consultation with the Town Mayor.
- iv. Make investments in accordance with the Council's agreed policy.
- v. With just cause, ban persons from entering Council premises or land.
- vi. Negotiate commercial filming rights on Council property/land.
- vii. Produce and/or edit any Council publication in consultation with the Mayor or formally appointed Council body.
- viii. Implement, where timescales require, any legislation which may affect the Town Council and to report its implementation to Full Council.
- ix. Take legal action to recover debts on behalf of the Council if considered proportionate and necessary.
- x. Should the holding of Council meetings be suspended as a result of a civil emergency, the implementation of Government advice, restrictions on direct contact in relation to national health, or other emergency, all functions of the Council, other than those matters specifically reserved by law to be determined by a meeting of the Council, to be delegated to the Clerk (as the Council's Proper Officer) in consultation with the Mayor (or the Deputy Mayor should the Mayor not be available), or Chairman of the appropriate relevant Committee (or the or Vice-Chairman if the Chairman should not be available)

until the next Ordinary or Extraordinary Council meeting, at which time the delegation must be reviewed.

- xi. Such decision making (in x. above) to be in pursuance of the provision of ongoing Council services and business and in relation to new Council policy and functions arising from the circumstances that precipitated the suspension of Council meetings. Decisions made under such delegations to be noted at the next meeting of the Council.

Council is requested to review and approve its arrangements for delegated authority to the Town Clerk for 2023/24.

AGENDA ITEM 12: COUNCIL GOVERNANCE 2023/24

Council is requested to review the following documents and adopt them for the Municipal Year 2023-24. The documents should appropriately underpin the general good governance of the Council in all circumstances.

a) **Terms of Reference 2023-24**

Council's Terms of Reference are presented for approval, as recommended by the Finance & Governance Committee (*Minute #470 of 2022/23 refers*) at **Appendix B**.

b) **Standing Orders 2023-24**

Standing Orders are presented to Council for approval as recommended by the Finance & Governance Committee (*Minute #471 of 2022/23 refers*) without material change for 2023-24 at **Appendix C**.

c) **Financial Regulations 2023-24**

Financial Regulations are presented to Council for adoption at **Appendix D** as recommended by the Finance & Governance Committee (*Minute #472i of 2022/23 refers*)

In line with item 6.8 the approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

Council's Finance & Governance Committee also recommended the continued use of BACS (*Minute #472ii of 2022/23 refers*).

d) **Risk Management Policy & Risk Register 2023-24**

Council is required to review its Risk Management Policy and Financial Risk Register on an annual basis. The Risk Management Policy and Financial Risk Register is at **Appendix E** for review, updated to show the insurance cover which took effect from 1 April 2023. Council's Finance and Government Committee recommended adoption as presented (*Minute #473 of 2022/23 refers*).

Councils are also required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of internal audit. Council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken. The Clerk will bring a report on the effectiveness of internal audit to Council in June.

e) **Complaints Procedure 2023-24**

Council reviews its Complaints Procedure annually. The procedure provided at **Appendix F** adopted by Council is presented for review and adoption without amendment for 2023/24. Council's Finance and Government Committee recommend adoption as presented (*Minute #475 of 2022/23 refers*).

f) Publication Scheme 2023-24

Under the Freedom of Information Act 2000, it is the duty of every public authority to adopt and maintain a Publication Scheme. Local authorities must produce and publish the method by which specific information will be available so that it can be easily identified by members of the public.

The Information Commissioner's Office (ICO) provides a model publication scheme (version 1.2, 2015 is the current version), which the Council re-adopted in 2019 alongside an updated schedule of information available from Felixstowe Town Council within the scheme. The model scheme and a schedule of information available is provided at **Appendix G** without amendment. Council's Finance and Government Committee recommended adoption as presented (*Minute #475 of 2022/23 refers*).

g) Community Engagement Strategy 2023-24

Council's Community Engagement Strategy Scheme is presented at **Appendix H** for re-adoption with no material changes proposed at this time. Council's Civic and Community Committee recommended adoption as presented (*Minute #505 of 2022/23 refers*).

h) Press & Media Policy 2023-24

Council's Press & Media Policy is presented at **Appendix I** for re-adoption with no material changes proposed at this time. Council's Civic and Community Committee recommended adoption as presented (*Minute #402 of 2022/23 refers*).

Council is therefore requested to adopt the following Governance Documents:

- i. Terms of Reference for 2023-24 as presented at Appendix B;**
- ii. Standing Orders for 2023-24 as presented at Appendix C;**
- iii. Financial Regulations for 2023-24 as presented at Appendix D and confirm the continued use of BACS payments;**
- iv. Risk Management Policy & Risk Register for 2023-24 as presented at Appendix E;**
- v. Complaints Procedure for 2023-24 as presented at Appendix F;**
- vi. Freedom of Information Publication Scheme for 2023-24 as presented at Appendix G;**
- vii. Community Engagement Strategy for 2023-24 as presented at Appendix H; and,**
- viii. Press & Media Policy for 2023-24 as presented at Appendix I.**

AGENDA ITEM 13: APPOINTMENTS TO COMMITTEES

In accordance with its Terms of Reference, Council is requested to review the following schedule and confirm the appointment of Chairmen, Vice-Chairmen and Members to its Committees and Working Groups for the Municipal Year 2023/24. Council is also requested to note that the Mayor of Felixstowe, unless already formally appointed as a Councillor, will be an additional Member, *ex-officio*, of the Finance & Governance, Planning & Environment, Assets & Services and Civic & Community committees, with full voting rights.

FINANCE & GOVERNANCE COMMITTEE (9)

1. Cllr Mike Deacon (Chairman)
2. Cllr David Rowe (Vice-Chairman) **(ex-officio as Chairman of A&S)*
3. Cllr Marc James
4. Cllr Michael Sharman *** (ex-officio as Chairman of C&C)*
5. Cllr Stuart Bird
6. Cllr Steve Wiles
7. Cllr David Underwood
8. Cllr Seamus Bennett
9. Cllr Darren Aitchison

CIVIC & COMMUNITY COMMITTEE (9)

1. Cllr Michael Sharman* (Chairman) *(and ex-officio Member of F&G above)*
2. Cllr Corrine Franklin (Vice-Chairman)
3. Cllr Margaret Morris
4. Cllr Amanda Folley
5. Cllr Sharon Harkin
6. Cllr Nick Barber
7. Cllr Jan Candy
8. Cllr Bernard Price
9. Cllr Darren Aitchison

ASSETS & SERVICES COMMITTEE (9)

1. Cllr David Rowe *** (Chairman) (and ex-officio Member of F&G above)*
2. Cllr Marc James (Vice-Chairman)
3. Cllr Michael Sharman
4. Cllr Margaret Morris
5. Cllr Sharon Harkin
6. Cllr Nick Barber
7. Cllr Jan Candy
8. Cllr David Underwood
9. Cllr Darren Aitchison

PLANNING & ENVIRONMENT COMMITTEE (9)

1. Cllr Stuart Bird (Chairman)
2. Cllr Margaret Morris (Vice-Chairman)
3. Cllr Amanda Folley
4. Cllr Corrine Franklin
5. Cllr Nick Barber
6. Cllr Steve Wiles
7. Cllr Seamus Bennett
8. Cllr Jan Candy
9. Cllr David Underwood

PERSONNEL COMMITTEE (5)

1. Mayor of Felixstowe (Chairman) (*ex-officio as Mayor of Felixstowe for 2023/24*)
2. Deputy Mayor (*ex-officio as Deputy Mayor for 2023/24*)
3. Cllr Sharon Harkin (*ex-officio as Mayor of Felixstowe for 2022/23*)
4. Cllr David Rowe
5. Cllr Michael Sharman

APPEALS COMMITTEE (5 Members who are not on the Personnel Committee)

10. Cllr Margaret Morris (Chairman)
11. Cllr Amanda Folley (Vice-Chairman)
12. Cllr Marc James
13. Cllr Nick Barber
14. Cllr Bernard Price

YOUTH FORUM (3 FTC)

1. Cllr Margaret Morris
2. Cllr Bernard Price
3. Cllr Darren Aitchison

OTHER MEETINGS/GROUPS:

COMMUNITY EMERGENCY GROUP

1. Cllr Amanda Folley (Lead Emergency Coordinator)
2. Cllr Nick Barber (Deputy Emergency Coordinator)
3. Cllr Darren Aitchison (Deputy Emergency Coordinator)
4. Town Clerk (Deputy Emergency Coordinator)
5. Deputy Town Clerk (Deputy Emergency Coordinator)

ESC/FTC JOINT FORUM

1. Cllr Margaret Morris
2. Cllr David Underwood
3. Town Clerk

CCTV WORKING GROUP

1. Cllr Marc James (Chairman)
2. Cllr Nick Barber
3. Cllr Sharon Harkin
4. Cllr Darren Aitchison
5. Deputy Town Clerk

CLIMATE EMERGENCY WORKING GROUP

1. Cllr Margaret Morris (Chairman)
2. Cllr Mike Deacon
3. Cllr Jan Candy
4. Cllr Seamus Bennett
5. Cllr Nick Barber
6. Cllr Sharon Harkin
7. Cllr Darren Aitchison
8. Town Clerk
9. Deputy Town Clerk

Council is therefore requested to consider and decide its Committee appointments for 2023/24.

AGENDA ITEM 14: APPOINTMENTS TO OUTSIDE BODIES

Council is requested to confirm the appointment of representatives to Outside Bodies and Partnerships on the basis of the following schedule:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
Memory Lane Steering Group	1. Cllr Sharon Harkin 2. (Cllr Bernard Price – TBC by the Group)
Felixstowe Ferry Fairways Committee	1. Cllr Amanda Folley
Friends of Felixstowe Library	1. Cllr Amanda Folley
Felixstowe Nightsafe	1. Cllr Marc James
Felixstowe Old People's Welfare Association	1. Cllr Margaret Morris 2. (Cllr Bernard Price – TBC by FOPWA) + Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr David Rowe 2. Cllr Margaret Morris
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Amanda Folley 3. (David Underwood – TBC Wesel Assoc.) + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Margaret Morris
Haven Ports Welfare	1. Cllr Darren Aitchison
Port of Felixstowe Local Authority Liaison Committee	1. Cllr David Rowe 2. Mayor of Felixstowe (<i>ex-officio</i>) 3. Town Clerk (<i>ex-officio</i>)
Felixstowe Area ASB Meeting	1. Cllr Michael Sharman 2. Cllr Marc James 3. Cllr Stuart Bird 4. TBC
Level Two Youth Project	1. Cllr Corrine Franklin 2. Cllr Margaret Morris
Freight Quality Partnership	1. Cllr Seamus Bennett
Fairtrade Forum	1. Cllr Margaret Morris
East Suffolk Lines Community Rail Partnership	1. Cllr Nick Barber
Orwell District Scouts	1. Mayor of Felixstowe (<i>ex-officio</i>)
Felixstowe Peninsula Community Partnership	1. Cllr Sharon Harkin 2. Cllr Michael Sharman 3. Town Clerk
Felixstowe Chamber of Trade	1. Cllr Amanda Folley
Ukraine2Felixstowe	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett

CHARITY TRUSTEES

Council may be requested to appoint one or more Trustees to the following charities on the basis below:

Charity	Trustees to be Appointed
Mayor of Felixstowe Charity Fund (1184138)	1. (Mayor of Felixstowe) 2. (Deputy Mayor) 3. (Immediate Past Mayor) Authorised signatories to be any of the above plus the Town Clerk and Civic Events Officer.

Council is requested to consider and decide its Representatives to Outside Bodies and Partnerships for 2023/24.

AGENDA ITEM 15: AUTHORISED SIGNATORIES

BANK SIGNATORIES 2023/24

- Cllr Seamus Bennett
- Cllr Mike Deacon
- Cllr Stuart Bird
- Cllr Sharon Harkin
- Cllr Margaret Morris
- Cllr Corrine Franklin

QUARTERLY BANK RECONCILIATION SIGNATORY (NOT A SIGNATORY ABOVE)

- Cllr David Rowe

OPEN CREDIT AGREEMENT

Town Clerk, Deputy Clerk and Civic Events Officer are authorised by Council to withdraw up to £250 per month from Council's bank account by way of an Open Credit Agreement for the purposes of maintaining a Petty Cash float only.

Council is requested to consider and decide its Authorised Signatories for 2023/24

AGENDA ITEM 16: REVIEW OF SUBSCRIPTIONS

The Town Council has included within its budget for 2023/24, provision to pay subscription costs to the following organisations:

Organisation	2023/24 fee	Notes
Suffolk Association of Local Councils (SALC)	£ 2,442.79	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Institute of Cemetery & Cremations Management (ICCM)	£95	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.

And on behalf of its staff Council pays subscription fees to:

Organisation	2023/24 fee	Notes
Society of Local Council Clerks (SLCC)	£470	Professional membership of the Town Clerk
Society of Local Council Clerks (SLCC)	£296	Professional membership of the Deputy Town Clerk

Council is requested to review and confirm its subscriptions for 2023/24